

PART III - SECTION J
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ATTACHMENT A
STATEMENT OF WORK

STATEMENT OF WORK

PROGRAM IMPLEMENTATION SUPPORT SERVICES

FOR THE U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE

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I. BACKGROUND

The Golden Field Office (Golden) was established by the Deputy Secretary of Energy in December, 1992. Golden reports directly to the Assistant Secretary for Energy Efficiency and Renewable Energy (EERE). Golden serves the Department of Energy's (DOE) Energy Efficiency and Renewable Energy program as the primary field center to develop and deploy renewable energy, energy efficiency, and other DOE-developed technologies. Golden works in close partnership with the National Renewable Energy Laboratory (NREL) and the six (6) DOE Regional Offices (Denver, Boston, Seattle, Philadelphia, Atlanta, and Chicago). Golden also administers programs of financial assistance to universities, consortia, individuals, and the private sector for development and commercialization of advanced renewable energy and efficiency technologies.

II. STATEMENT OF WORK

The Contractor shall furnish the necessary management, supervision, qualified personnel, materials, supplies, equipment (except as indicated as provided as government furnished property), expertise, and services required to provide Golden and the Seattle Regional Office with the support services delineated herein. The Contractor shall provide a wide range of technical, administrative, and clerical support services. Services to be provided include, but are not necessarily limited to: computer operations, records management, office receptionist, mail, facsimile and filing support, personnel support, financial support, public affairs support, paralegal support, project management, and procurement support. The Contractor shall also provide a full range of clerical support.

Clerical support functions span all divisions, and hence, are explained in a separate section below. All remaining administrative and technical support functions are described in their respective offices in subsections III.A through III.F of this statement of work.

A. Clerical Support Functions

Clerical support requirements include but are not limited to:

- maintain time and attendance records for division employees;
- schedule travel with travel agency and handle all aspects of travel authorization, reservations, airline tickets, data entry into Travel Manager software, completion of travel voucher upon return;
- prepare, consolidate, proof read and/or finalize letters/correspondence;
- arrange/coordinate/schedule meetings;
- maintain division calendar;
- answer phone, take messages, transfer calls;
- coordinate conference calls;
- distribute correspondence;
- complete/maintain forms;

- complete training and purchase request forms;
- copy, fax, obtain supplies as necessary; and
- attend recurring meetings and prepare meeting notes as necessary.

The required minimum administrative support coverage of two persons is Monday through Friday, 7:30a.m. - 4:30p.m. One administrative assistant serves as team lead among the other administrative assistants to aid in the coordination and dissemination of policy/procedures/guidance. PowerPoint presentation/modification/finalization expertise is required on an intermittent basis.

B. Critical Functions

Critical functions requiring back-ups within Contractor staff include but may not be limited to:

- personnel processing;
- distribution of human resources documents;
- data entry into the Corporate Human Resources Information System (CHRIS -- DOE's personnel database system);
- completion of personnel forms;
- foreign travel back-up functions including, for example, coordination of approval/concurrence for foreign travel requests for Golden and NREL, coordination of country-clearance with the State Department, data entry into the Department's Foreign Travel Management System;
- logging-in incoming mail and twice daily mail distribution;
- daily preparation of Federal Express packages;
- front desk receptionist faxing and phone duties; and
- clerical support requirements as described above.

C. Non-Recurring Functions

Special functions requiring periodic support and/or expertise within Contractor staff are:

- efficiency studies;
- statistical analyses;
- surveys;
- primary user testing on updates to Departmental administrative systems (e.g., Travel Manager);
- engineering support for conceptual design reports, site development planning, design reviews, cost estimating, and inspection for construction and infrastructure projects;

environmental engineering support for environmental assessments, environmental impact statements, site characterization, sample gathering and analysis, waste management assessments, traffic studies, and chemical inventory assessments; and safety and health technical support for review of laboratory safety and health program documentation and implementation.

The Contractor will provide the above support to Golden located in Building 17, second and third floor offices at 1617 Cole Boulevard, Golden, CO 80401, and at the Seattle Regional Office located at 800 Fifth Avenue, Suite 3950, Seattle, WA 98104. Upon issuance of a task order and at the option of the Government, the Contractor shall provide support services for the following Regional Offices: Atlanta, Boston, Chicago, Denver, and Philadelphia. Task orders will be negotiated at the time the services are required.

III. SUPPORT SERVICES REQUIRED BY THE OFFICES

A. Office of the Manager

Mission

The mission of the Manager's Office is to execute the DOE's Energy Efficiency and Renewable Energy program field responsibilities (which include the development and deployment of renewable energy, energy efficiency, and other DOE-developed technologies) through four divisions. The Manager's Office and Golden's four divisions work in close partnership with the National Renewable Energy Laboratory (NREL), the six (6) DOE Regional Offices (Denver, Boston, Seattle, Philadelphia, Atlanta, and Chicago), and the headquarters program and support offices to accomplish their field responsibilities. The Office of the Manager includes staff functions such as legal and external affairs.

Required Services

The Contractor shall provide support services to the Office of the Manager in the following areas:

.0 Public Affairs Support.

- 1.1 Process and maintain status records for Freedom of Information Act (FOIA) requests;
- 1.2 Process Public Affairs approval requests for brochures and audiovisual products from NREL and the DOE Regional Offices, pursuant to DOE Orders 1340.1B and 1350.1;
- 1.3 Prepare preliminary draft news releases for Public Affairs approval for projects managed by Golden and the DOE Regional Offices for DOE's review, approval and finalization;
- 1.4 Prepare preliminary drafts of presentations or other information materials, as necessary, for DOE's review, approval, and finalization; and
- .5 Provide support for special event planning and implementation.

2.0 Paralegal Support

- 2.1 Consult all applicable and relevant sources of information for facts and authorities relating to matters of legal significance to Golden and provide Golden counsel with written or oral synopses of those materials as required;

- 2.2 Review documents to extract selected data and information relating to specified items and advise the counsel of results;
- 2.3 Review and summarize information in prescribed format on case precedents and decisions and, when necessary, assist in preparation of charts, visual information, and other demonstrative exhibits;
- 2.4 Utilize, Search for and extract legal information from all applicable sources including law libraries and computer databases and the Internet;
- 2.5 Attend meetings, conferences, or hearings to become informed on agency procedures and the status of cases, or other matters of legal importance to Golden and report on those matters;
- 2.6 Prepare, compile, organize and maintain files on pending legal matters as required;
- 2.7 Draft and edit non-legal memoranda and prepare preliminary drafts of letters and correspondence for Golden counsel review as required;
- 2.8 Prepare summaries of pending matters of the Golden counsel for status reports;
- 2.9 Provide guidance and direction to legal administrative support staff;
- 2.10 Organize and maintain law library resources including acquiring new materials and services; ensuring legal materials are updated periodically and kept current; filing updates to existing materials; and indexing library holdings;
- 2.11 Prepare and draft required Office of Chief Counsel reports such as a monthly Federal Register Report and Quarterly Litigation Reports; and
- 2.12 Coordinate various administrative requirements with DOE Headquarters Office of General Counsel.

B. OFFICE OF MANAGEMENT AND ADMINISTRATION

Mission

The mission of the Office of Management and Administration is to provide administrative management and oversight for the National Renewable Energy Laboratory (NREL) contractor activities and to administer a broad program of management, business and administrative support for Golden, NREL, and the Regional Offices. This Office establishes programs, systems, policies, and procedures designed to assure that its internal and external customers have the resources necessary to conduct business, maintain and safeguard records, and otherwise comply with applicable Federal statutes and regulations. Representative areas of service and support include budget and finance, human resource management, information resources and technology, real and personal property and occupational safety and health.

Required Services

The Contractor shall provide support services to the Office of Management and Administration in the following areas:

1.0 Computer Operations

The Contractor shall be responsible for the management and administration of the Golden Local Area Network (LAN) and Wide Area Network (WAN) operations.

.0.1 Computer Environment

The current computer environment at Golden is comprised of the following:

- IBM compatible workstations running Microsoft Windows NT v4.0 (Pentium I and II);
- VGA monitors (color -- mostly 17", and some 19" and 20");
- File server running Novell NetWare 4.11;
- Microsoft Exchange server running Microsoft Outlook;
- Primary Domain Controller and Back-up Domain Controller running Microsoft Windows NT Server v4.0;
- Server running Microsoft Systems Management Server v2.0;
- Web Server running Microsoft Internet Information Service;
- Network and desktop printers -- mostly Hewlett Packard;
- Communications capabilities -- Shiva Dial-In/Dial-Out; Remote Access Services (RAS) from laptops;
- Word Processing Software;
- Spreadsheet Software;

Various other productivity software applications;
Hewlett Packard ScanJet scanner and related software; and
Video conferencing hardware and bridge scheduling software.

- 1.1* 1.1 Network Management
 - 1.1.1* 1.1.1 Serve as team lead for other Computer Operations support, as described below;
 - 1.1.2* 1.1.2 Set up network services for users, i.e., Travel Manager (a DOE-wide software application for processing travel authorizations and travel vouchers), Corporate Human Resource Information System (Human Resource Management System), and Microsoft Outlook/Exchange (electronic mail service);
 - 1.1.3* 1.1.3 Organization of network, i.e., maintaining software application files and user files in appropriate locations;
 - 1.1.4* 1.1.4 Maintain proper amount of computer security to avoid possible security breaches, including set-up and maintenance of virus detection software, and assigning appropriate user-level access to the LAN. Additionally, assist in the development, testing, and maintenance of the Disaster Recovery Plan which identifies potential emergency situations that could adversely affect the operation of the Golden LAN, and respond to those situations by providing alternative support, resources, strategies, and procedures by which losses can be minimized, critical applications processed and recovery expedited;
 - 1.1.5* 1.1.5 Evaluate and recommend hardware/software upgrades to existing hardware/software. Install, test, and document new software/hardware or software/hardware upgrades. Perform updates of software/hardware and schedule hardware maintenance to minimize adverse impacts of LAN availability;
 - 1.1.6* 1.1.6 Document all applicable procedures to include: LAN shutdown and startup, e-mail services startup, and server contents and purposes. Troubleshoot system problems and document as necessary;
 - 1.1.7* 1.1.7 Provide Year 2000 support to include: hardware upgrades, software upgrades, testing, and recommended solutions;

- 8 1.1.8 Evaluate efficiency of LAN/WAN services and make recommendations/changes as necessary. Develop plans to implement appropriate steps that allow for network growth and proper capacity management. Coordinate LAN/WAN services which Golden utilizes through NREL; and
- 1.1.9 1.1.9 Provide Golden Website support in the form of redesign of existing Website, and as necessary, document postings using HTML or Microsoft FrontPage. Continue design and support of the Golden Intranet site, including computer based training (CBT).
- 1.2 LAN Administration
- 1.2.1 1.2.1 Support of the Golden Helpdesk:
- 1.2.1.1 1.2.1.1 Perform troubleshooting of hardware-related problems and answer questions;
- 1.2.1.2 1.2.1.2 Perform troubleshooting of software-related problems and answer questions or defer to Software/Database Specialist;
- 1.2.1.3 1.2.1.3 Restore data from back-up tapes, as requested; and
- 1.2.1.4 1.2.1.4 Check out lap tops from the Golden check out pool and coordinate property passes for these check outs;
- 1.2.2 1.2.2 Perform daily, weekly, and monthly tape back-ups of the Golden LAN and mails tapes, as described in the Unclassified Cyber Security Program, to the Golden Disaster Recovery Facility;
- 1.2.3 1.2.3 Maintain user log-ins and coordination of access to e-mail and access to "outside" computer systems;
- 1.2.4 1.2.4 Configure new workstations, including software installation and user set-up;
- 1.2.5 1.2.5 Document all applicable procedures and any changes to these procedures as necessary. Troubleshoot system problems and document as necessary;
- 1.2.6 1.2.6 Ensure LAN service set-up for new employees, i.e., workstation set-up, log-ins;
- 1.2.7 1.2.7 Track property information of equipment that is moved to a new/different location and update the Golden Hardware database. Ready equipment for excess or donation, including reformatting computer hard drives, testing equipment, and noting any deficiencies in any of the equipment;

- 1.2.8 1.2.8 Assist in any software and/or hardware upgrades or changes, including support of Year 2000 activities;
- 1.2.9 1.2.9 Assist in the implementation of the Golden Unclassified Cyber Security Program; and
- 1.2.10 1.2.10 Serve as back-up for Golden video conferencing center, including dial-up connections of possible multi-point video conferences.

1.3 1.3 Software/Database

- 1.3.1 1.3.1 Provide programming/coding support to include the following: design, documentation, maintenance and installation of in-house designed and DOE-supplied computer database management systems. Ensure programs created in-house meet security requirements. Perform product evaluation on DOE-supplied or outside-supplied database management systems;
- 1.3.2 1.3.2 Serve as the CHRIS resident expert, including interfacing with DOE technical support for installations, upgrades, and troubleshooting;
- 1.3.3 1.3.3 Serve as resident software application expert. In this capacity -- organize, prepare, and provide training to Golden staff, as required, on vendor supplied software. Provide individual assistance to Golden personnel on software matters and prepare applicable training material. Provide assistance on software questions from Golden staff;
- 1.3.4 1.3.4 Create and maintain forms used by Golden and other offices, in WordPerfect, Word or Form Flow format, or other formats as required;
- 1.3.5 1.3.5 Assist in any software and/or hardware upgrades or changes including support of Year 2000 activities; and
- 1.3.6 1.3.6 Perform formatting of word processing documents and complete conversion into Adobe Acrobat Portable Document Format of documents which are to be posted on Golden Website.

2.0 2.0 Records Management

- 2.1 2.1 Organize and maintain GO records. Assure disposition instructions are in compliance with DOE and the National Archives and Records Administration (NARA) records schedules. Schedule records disposition within the General Records Schedule in accordance with established retention/destruction procedures/guidelines;

- 2.2 Coordinate new records disposition schedules, ensuring NARA requirements are met;
- 2.3 Maintain and update as necessary the Golden file numbers and file listing;
- 2.4 Inventory and maintain files, controlled manuals, and document control systems to ensure accuracy, availability, legibility, and accessibility;
- 2.5 Advise and support Golden employees at all levels regarding records management activities; and
- 2.6 Serve as the Golden point of contact for coordination of draft Directive reviews via Golden and the National Renewable Energy Laboratory. Maintain Golden Directives manuals, ensuring proper coordination of new directives, informing responsible individuals of issuance, coordinating distribution as appropriate to NREL.

3.0 Front Desk Receptionist

- 3.1 Accept telephone calls for Golden personnel and forward or take messages;
- 3.2 Welcome visitors to Golden and direct them to the appropriate staff;
- 3.3 Provide coverage of Golden's receptionist desk from 7:00am to 5:00pm, Monday through Friday;
- 3.4 Maintain central calendar for Golden conference rooms. Additionally, schedule conference room use for video conferences;
- 3.5 Maintain and update, as necessary, the Golden personnel telephone list and distribute to Golden personnel and other appropriate staff;
- 3.6 Assist in processing new employees, for example, arrange badging at the National Renewable Energy Laboratory;
- 3.7 Set-up and coordinate conference calls using the DOE/Headquarters audio bridge or other DOE conference bridges;
- 3.8 Maintain Golden Standard Operating Procedures, including the annual review process; and
- 3.9 Log-in incoming faxes

4.0 Mail, Facsimile and Filing Support

4.1 4.1 Receive, open, date stamp, and log into database all incoming correspondence. Distribute incoming mail, ensuring proper distribution. Log in incoming faxes;

4.2 4.2 Distribute contracts, financial assistance agreements, and other procurement documents in accordance with prescribed procedures;

4.3 4.3 File records and material (and retrieval) pertaining to Golden activities in coordination with the Records Management support;

4.4 4.4 Monitor office supplies, including paper, printer, and fax machine toner cartridges and supplies for copiers. Coordinate orders with the DOE/Golden Purchasing Agent;

4.5 4.5 Serve as key operator for the office fax machines and copiers; and

4.6 4.6 Handle all necessary arrangements for overnight mail services for Golden, including maintaining an adequate supply of shipping materials. Operate Federal Express Power Ship computer for creating and tracking all Federal Express packages.

5.0 Personnel Support

5.1 Document Processing

5.1.1 Process all paperwork associated with benefits, i.e., health insurance, life insurance, retirements, and thrift savings;

5.1.2 Track all actions such as within-grade-increases, temporary promotions, and tenure conversions;

5.1.3 Prepare all necessary appointment actions and separation documents submitted by employees or personnel specialists;

5.1.4 Maintain necessary files and records which are contained in all Golden and Regional Office Official Personnel Folders (OPFs) and serve as OPF point of contact;

5.1.5 Transmit all personnel-related paperwork to DOE/HQ; and

5.1.6 Ensure protection of information and personal data as prescribed by the Privacy Act and Freedom of Information Act.

5.2 Automated System Operations

- 5.2.1 Process training requests using the computerized Corporate Human Resource Information System;
- 5.2.2 Prepare and distribute reports from the DOE CHRIS system; and
- 5.2.3 Perform data gathering and analysis using data from the DOE CHRIS system, and present the results in a usable format;

5.3 General Support

Provide additional general support including, but not necessarily limited to the following:

- 5.3.1 Provide limited advisory services on routine personnel matters, such as pay issues and benefits;
- 5.3.2 Check accuracy of pay setting;
- 5.3.3 Distribute reports; and
- 5.3.4 Provide retirement documentation forms and estimates as requested.

5.4 Staffing and Recruiting.

- 5.4.1 Prepare vacancy announcements based on formats and information provided by DOE Human Resource Specialists;
- 5.4.2 Maintain staffing files;
- 5.4.3 Respond to applicant inquiries;
- 5.4.4 Compile Certificates of Eligibles based on results of rating panels; and
- 5.4.5 Make recommendations regarding qualification determinations on routine jobs.

6.0 Financial Support Services

- 6.1 Support Golden in implementing financial procedures for: Funds Control, Accounting, Budget Formulation and Validation, and NREL Liaison;

- 6.2 6.2 Support Golden in the operation of DOE automated financial systems such as Departmental Integrated Standardized Core Accounting System (DISCAS) and various DISCAS modules, including input, report generation, retrieval, report distribution to Golden and the Regional Offices, and reconciliation of financial transactions;
- 6.3 6.3 Support Golden in the operation of other automated Federal financial systems such as labor distribution, project financial tracking, and Travel Manager system;
- 6.4 6.4 Support Golden Finance in the implementation of DOE orders and Office of Management and Budget (OMB) circulars as they specifically relate to Golden;
- 6.5 6.5 Provide ADP support to include all facets of spreadsheets, databases, and word processing to present financial data;
- 6.6 6.6 Support Golden's financial control implementation through preparing documentation of financial activities such as management of financial records, reconciliation of transactions, and tracking of funds and costs; and
- 6.7 6.7 Support Golden in the formulation and execution of its budget including preparation of forecasts and projections for Golden management.

C. OFFICE OF PROJECT MANAGEMENT

Mission

The mission of the Office of Project Management (OPM) is to manage projects that accelerate the development and use of renewable energy and energy efficient technologies. These projects are predominately in the industrial, transportation, building, and power sectors, and are assigned to the OPM by the Office of Energy Efficiency and Renewable Energy (EERE). The projects are implemented primarily through the use of financial assistance instruments.

Required Services

The Contractor shall provide technical services to the OPM in the following areas:

.0 Solicitation Support

Provide support to Golden project managers in preparing and conducting solicitations for financial assistance. This support will include assisting project managers in drafting requests for proposals, evaluation plans, and CBD and Federal Register announcements.

2.0 Selection Support

Provide support to Golden chairpersons in conducting merit reviews and project managers in preparing materials supporting selection of financial awards.

2.1 The merit review support will include recommending reviewers, arranging meetings, consolidating reviewers' inputs, and drafting chairpersons' reports.

2.2 The award process support will include reviewing and analyzing applicants' proposed budgets, preparing technical evaluations of applicants' proposed costs, and aiding in debriefings.

3.0 Project Monitoring and Evaluation Support

Provide support to Golden project managers in monitoring and evaluating projects. This support will include preparing and submitting to project managers written status reports and updates as required, including recommendations, for specific projects; reviewing reports submitted by project sponsors and compiling data from them and/or summarizing general or project information for the use of DOE decision-makers; and maintaining file information. Projects are nearly always technical in nature requiring technical skills and experience (engineer or physical scientist). The size and complexity of these projects, as measured by annual budgets, ranging from \$25,000 to approximately \$1 million, averaging approximately \$250,000. Approximately 400 projects require monitoring.

D. OFFICE OF ACQUISITION AND FINANCIAL ASSISTANCE

Mission

The mission of the Office of Acquisition and Financial Assistance (OFA) is to issue and administer procurements of a scientific and technical nature, applied research and development, proof-of-concept and demonstration activities, as well as performance-based-management contracts for government owned contractor operated facilities, Interagency agreements, support services, and contracting for such requirements as design, construction, operation, and maintenance of facilities and telecommunication and automated data processing equipment and services. In addition, the OFA facilitates the administration of programs of financial assistance to universities, individuals, and the private sector for development and commercialization of advanced renewable energy and energy efficiency technologies.

Required Services

The Contractor shall provide support services to the Office of Acquisition and Financial Assistance in the following area:

- 1.0 Procurement Support
 - 1.1 Provide draft grants, cooperative agreements, amendments or modifications, or other procurement documents as assigned;
 - 1.2 Prepare documents relative to the administration and close-out of procurement instruments as assigned;
 - 1.3 Maintain deliverables tracking system;
 - 1.4 Perform periodic reviews for required deliverables to include ensuring that all required reports have been submitted, approved, and distributed correctly;
 - 1.5 Assist in the recording, tracking, expediting, and reporting status of Golden-issued purchase requisitions, acquisition and assistance instruments, and their associated support documentation;
 - 1.6 Assist in solicitation process including preparing, assembling, and distributing solicitations, and tracking and logging in proposals;
 - 1.7 Process Commerce Business Daily and Federal Register notices for Golden and DOE Regional Office procurement actions;

- 1.8 Maintain/update Golden copies of the Federal Acquisition Regulation (FAR), Department of Energy Acquisition Regulation (DEAR), 10 CFR Part 600, DOE Financial Assistance Rules, DOE Order 4600.1A, Financial Assistance Procedures Manual, Commerce Clearing House (CCH) binders, and other policies and procedures at the Agency or Golden Administration level; and
- 1.9 Perform data entry (e.g., collecting, inputting, retrieving, and validating), information retrieval (e.g., generating reports), and data analysis of management information software systems (e.g., Procurement and Assistance Data System (PADS), Windows-Based Systems Approach to Grant Administration (WIN-SAGA), Technical Information Monitoring System (TIMS)). These systems are associated with the management and administration of procurement instruments.

E. OFFICE OF LABORATORY OPERATIONS

Mission

The mission of the Office of Laboratory Operations is to provide Golden management oversight of environment, safety and health (ESH) and operational activities for all actions undertaken at the National Renewable Energy Laboratory (NREL) and the Golden Field Office. The Office provides advisory and support services to NREL and Golden in all matters including, but not limited to ESH, facilities management, construction, facilities operations, security and real property management. In addition, the Office conducts numerous special projects requiring the use of specialized engineering, technical, and project assistance personnel.

Required Services

- 1.0 Support Golden laboratory management personnel in the fabrication, analysis, and implementation of documents and programs relating to the oversight of the National Renewable Energy Laboratory. The support for the Office of Laboratory Management is required on an intermittent basis. See "Non-Recurring Functions" above.

F. SEATTLE REGIONAL OFFICE

Background

The Contractor shall be required to provide program/ procurement support and administrative support. The Seattle Regional Office will provide the Contractor with the required computer hardware and software, office supplies and work space needed to support these tasks.

Required Services

The Contractor shall provide support services to the Seattle Regional Office in the following areas:

.0 Procurement/Program Support

- 1 Support acquisition/financial assistance administration activities including but not limited to the following types of actions:

Provide draft grants, cooperative agreements, amendments or modifications, or other procurement documents as assigned;

- 1.1.2 Prepare drafts of letters relative to the administration and close-out of procurement instruments as assigned;

Perform periodic reviews for required deliverables to include ensuring that all required reports have been submitted, approved, and distributed correctly;

- 1 .4 Assist in the recording, tracking, expediting, and reporting status of purchase requisitions, acquisition and assistance instruments, and their associated support documentation;

Assist in solicitation process including preparing, assembling, and distributing solicitations, and tracking and logging in proposals;

Perform data entry (e.g., collecting, inputting, retrieving, and validating, etc.), information retrieval (e.g., generating reports), and data analysis of management information software systems (e.g., Procurement and Assistance Data System (PADS), Windows-Based Systems Approach to Grant Administration (WIN-SAGA) and DISCAS. These systems are associated with the management and administration of procurement instruments; and

- 1.1.7 Serve as the Seattle Regional Office point of contact for the payment coordination approval process.

2.0 Administrative Support.

- 2.1 Receive phone calls and visitors;
- 2.2 Open and distribute incoming mail;
- 2.3 Type routine and sometimes complex correspondence;
- 2.4 Provide copying and faxing services. Prepare the majority of travel arrangements and input vouchers when travel is completed (which require input into Travel Manager software);
- 2.5 Provide records management services and interim files services including archiving and disposition;
- 2.6 Organize and maintain the Energy Resource Center and Library including subscription renewal;

Develop and maintain training catalogs, resources and coordinates records with Golden;

Provide logistical support and assist with scheduling conferences, workshops, and other large meetings. Develop and maintain database of hotels, meeting rooms, and other amenities in the region; and
- 2.9 Administer office scheduling systems as necessary.

ATTACHMENT B
REPORTING REQUIREMENTS CHECKLIST

U.S. DEPARTMENT OF ENERGY
REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Assist Golden Field Office and Seattle Regional Office		2. IDENTIFICATION NUMBER DE-AC36-99GO10429	
3. PARTICIPANT NAME AND ADDRESS			
4. PLANNING AND REPORTING REQUIREMENTS			
A. General Management <input checked="" type="checkbox"/> Management Plan <input type="checkbox"/> Status Report <input type="checkbox"/> Summary Report B. Schedule/Labor/Cost <input type="checkbox"/> Milestone Schedule/Plan <input type="checkbox"/> Labor Plan <input type="checkbox"/> Facilities Capital Cost of Money Factors Computation <input type="checkbox"/> Contract FCCM <input type="checkbox"/> Cost Plan <input type="checkbox"/> Milestone Schedule/Status <input checked="" type="checkbox"/> Labor Management Report <input checked="" type="checkbox"/> Cost Management Report C. Exception Reports <input type="checkbox"/> Conference Record <input type="checkbox"/> Hot Line Report D. Performance Measurement <input type="checkbox"/> Management Control System Description <input type="checkbox"/> WBS Dictionary <input type="checkbox"/> Index <input type="checkbox"/> Element Definition	Frequency	E. Financial Incentives <input type="checkbox"/> Statement of Income and Expense <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Cash Flow Statement <input type="checkbox"/> Statement of Changes in Financial Position <input type="checkbox"/> Loan Drawdown Report <input type="checkbox"/> Operating Budget <input type="checkbox"/> Supplementary Information F. Technical <input type="checkbox"/> Notice of Energy RD&D Project (Required with any of the following) <input type="checkbox"/> Technical Progress Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Topical Report <input type="checkbox"/> Final Technical Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval	Frequency
5. FREQUENCY CODES A - As Required M - Monthly S - Semi-Annually C - Change to Contractual Agreement O - Once After Award X - With Proposal/Bid/Application or with Significant Changes F - Final (end of effort) Q - Quarterly Y - Yearly or Upon Renewal of Contractual Agreement			
6. SPECIAL INSTRUCTIONS (ATTACHMENTS) <input checked="" type="checkbox"/> Report Distribution List/Addressees <input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Reporting Elements <input type="checkbox"/> Work Breakdown Structure			
7. PREPARED BY (SIGNATURE AND DATE)		8. REVIEWED BY (SIGNATURE AND DATE)	

ATTACHMENT TO FEDERAL ASSISTANCE REPORTING CHECKLIST

The requested three copies of reports shall be submitted to the following address:

TO BE COMPLETED AFTER AWARD

U.S. Department of Energy
Golden Field Office
1617 Cole Boulevard
Golden, Colorado 80401

The requested quantity of reports for Addressee(s) ____ (and) ____ shall be submitted to the following address(es):

(Addressee B TBD as appropriate)

(Addressee C TBD as appropriate)

IMPORTANT INSTRUCTIONS FOR SUBMISSION OF TECHNICAL REPORTS:

1. Send Camera-Ready Original plus high quality reproductions only, and PLEASE submit the number of copies as required by the Federal Assistant Reporting Checklist.
2. Include a COMPLETED DOE F 1332.15, "Recommendations for the Announcement and Distribution of Department of Energy (DOE) Scientific and Technical Information (STI)" as the face page of EVERY technical report.
3. PLEASE MARK ALL REPORTS APPROPRIATELY. For example, "Draft Final Technical Report," or "Approved Final Technical Report."
4. The Frequency Codes and Due Dates indicated in Block 5 of the DOE F 1332.1 are supplemented with the additional instructions/clarifications, as follows:

<u>Frequency</u>	<u>Date of Receipt by the Government</u>
A (As required)	Within 5 calendar days after the event initiating the requirements for the report; the required delivery date will be indicated by correspondence or by amendment.
F (Draft Final)	Within 45 calendar days after the completion date of award.
F (Final)	Within 90 calendar days after the completion date of award.

- Q (Quarterly) Within 30 calendar days after the end of the first calendar year quarter (Due dates: January 30, April 30, July 31 and October 31; if an award occurs during the first 45 days of a CY quarter, the first quarterly will cover that quarter, and if it occurs during the latter 45 days of the CY quarter, the first quarterly covers the following CY quarter.)
- O (Once only) Within 30 calendar days of the instrument award date.
- X With significant planning changes; the required delivery date will be indicated by correspondence or amendment.
- Y Within 30 calendar days of each yearly date of award (Financial Status Reports - 90 days).
- W (Weekly) Due by Tuesday the following week.

ATTACHMENT C
BILLING INSTRUCTIONS

U.S. DEPARTMENT OF ENERGY

BILLING INSTRUCTIONS - COST REIMBURSEMENT TYPE CONTRACT

Introduction. These instruments are provided for use by Contractors in the preparation and submission of vouchers requesting reimbursement for work performed under cost-reimbursement type contracts. Compliance with these instructions will reduce correspondence and other causes for delay to a minimum and will thus promote prompt payments to the Contractor. IMPORTANT NOTE: PAYMENTS WILL ONLY BE PROCESSED BASED ON SUBMISSION OF AN ORIGINAL PUBLIC VOUCHER. FOLLOW-UP VOUCHERS, IF NECESSARY, SHALL BE MARKED TO INDICATE THAT THEY ARE SECOND OR THIRD BILLING REQUESTS.

- 2 Voucher Form. In requesting reimbursement, Contractors shall use Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal (see Exhibit A), and its continuation sheet, SF 1035, supported by a Statement of Cost (see Exhibit B). An acceptable substitute (which provides the same necessary information as found in Exhibits A and B of these instructions) may be used provided the written consent of the Contracting Officer is first obtained.
- 3 Preparation.
 - a. Standard Form 1034 shall be completed in accordance with the following instruction notations (see counterpart notations on Exhibit A):
 - 1 () Leave Blank.
 - 2 (2) Enter voucher number (number consecutively, commencing with "1")
 - 3 (3) Enter date voucher was prepared
 - 4 (4) Enter contract number and date of contract award.
 - 5 (5) Enter Contractor's name, mailing address, and telephone number of office to which payment is to be sent. This must be the same as stipulated in the contract.
 - 6 (6) If a task order or project agreement is involved in the billing, enter the number and date thereof; otherwise leave blank.
 - 7 (7) Identify billing period covered (e.g. "Jan. 19" or "Jan. - Mar. 19")
 - 8 (8) Enter dollar amount being billed during period specified in item (7) above

- b. The Statement of Cost shall be completed substantially as shown in Exhibit B, making due allowance for the Contractor's cost accounting system. Costs claimed shall be only those recorded costs authorized for billing by the payment provisions of the contract. Indirect costs claimed shall reflect actual experience, but in no event shall exceed those approved for billing purposes by the Contracting Officer. Additional supporting data for claimed costs shall be provided in such form and reasonable detail as an authorized representative of the Contracting Officer may require. For "Capital Equipment" and "Other Expendable Equipment" supporting schedules shall be provided, including all information required by DEAR 945.5 (see publication DOE/MA-0189, Management of Government Property in the Possession of Contractors) so that prior approval of purchases may be verified, and schedules of Government property under the contract may be revised as required.

If contractual effort is performed under Orders issued under the contract (i.e., Task Orders, Work Orders, etc.) a separate Statement of Cost shall be completed for each order under which reimbursement is being requested. In addition, a "Consolidated Statement of Cost" identified accordingly, substantially as shown in Exhibit B, shall be submitted which reflects the total of all Task/Work Orders included in the billing. Statements of Cost for each Task/Work Order shall be substantially as shown in Exhibit B modified as follows:

- (1) Change title to

STATEMENT OF COST--TASK/WORK ORDER NO.
- (2) Change, "Contract Amount (face value)" to "Task/Work Order Amount (face value)."
- (3) Under "Amount Authorized for Expenditure"
 - (a) Change "Basic Contract" to "Basic Task/Work Order."
 - (b) Change "Contract to Date" to "Task/Work Order to Date."
- (4) Delete CERTIFICATION.
- (5) Add an attachment which gives the following breakdown for each direct labor category under the Task/Work Order:

<u>Direct Labor</u> <u>Category</u>	<u>Claimed for this</u> <u>Billing Period</u>			<u>Cumulative Claimed Through</u> <u>This Billing Period</u>	
	<u>Hrs.</u>	<u>Rate</u>	<u>Total</u>	<u>Hrs.</u>	<u>Total</u>

Level-of-Effort Contracts. For level-of-effort type contracts, the Contractor shall include a formula/explanation showing how the fee payment requested was determined (e.g., total hours delivered/provided divided by total hours to be delivered times total contract fee less any previous fee payment).

- d. All Other Cost-Reimbursement Type Contracts. For all other cost-reimbursement type contracts, the Contractor shall state the percentage of completion, show the basis of rationale used in arriving at that percentage of completion, and show the calculation used in arriving at the requested fee payment.

4. Billing Period. A voucher shall be submitted no more frequently than monthly (unless prior written consent of the Contracting Officer for more frequent billing is obtained). The period of performance covered by vouchers should be the same as covered by any required monthly technical progress reports.

5 Submission

- a. The Contractor shall submit an original plus three (3) copies of the voucher, each supported by a Statement of Cost, to:

U.S. Department of Energy
Golden Field Office
1617 Cole Boulevard
Golden, Colorado 80401

**ATTN: TO BE COMPLETED AFTER AWARD
TO BE OPENED BY ADDRESSEE ONLY**

- b. The Contractor should contact the cognizant contract administration office if assistance is needed for voucher submission.
- c. The certification of the Statement of Cost (or Consolidated Statement of Cost if Task/Work Orders are involved) attached to the original voucher must be signed by a responsible official of the Contractor.
- d. The certification of Statement of Cost (or Consolidated Statement of Cost) should include the name and telephone number of the Contractor's contact for resolution of questions.
- e. To be considered a proper invoice, the voice (or voucher) must include the following:

name of the business concern and invoice date

contract number, or other authorization for delivery of property or services.

6. Final Voucher.

Upon completion, termination, or expiration of the contract, the Contractor shall submit a final voucher clearly marked "FINAL". The final voucher shall contain the following data:

- a. All data required in Items 2 through 4 above, and;
- b. An itemized accounting of total contract cost by cost element and by Contractor's fiscal year. Cost elements must include:
 - (1) direct labor hours and costs.
 - (2) indirect rates (most current provisional or final) and costs.
 - (3) other direct costs.
 - (4) fee with calculations, if applicable.

STATEMENT OF COST

The ABC Company
Anywhere, U.S.A. 01234

Contract No.
Voucher No.

Contract Amount (face value):

Amount Authorized for Expenditure
(Obligated):

Estimated Cost \$ _____
Fixed-Fee (if any) \$ _____
Total \$ _____

Basic Contract \$ _____
All Modifications \$ _____
Contract to Date \$ _____

Period of performance covered by this billing: _____

<u>Claimed Costs</u>	<u>Claimed for this Billing Period</u>	<u>Cumulative Claimed Through This Billing Period</u>
----------------------	--	---

Direct Labor
Fringe Benefits @ % _____
Overhead @ % _____
Capital Equipment
Other Nonexpendable Equipment
Materials & Supplies
Travel
Subcontract #1 (DEF Co.)
Subcontract #2 (GHI Co.)
Subcontract #3 (Smith)
Subcontract #4 (Misc)
Other Direct Costs
Adjustments (Explain) _____

Total Costs (less G&A)

G&A @ % _____
Total Costs
Fee @ % _____ (if any)

Total costs and fee
Credit (explain) _____
Contractor's share (if any) _____
Government's share _____

CERTIFICATION: I certify that this invoice is correct and in accordance with the terms of the contract and that the costs included herein have been incurred, represent payments made by the Contractor except as otherwise authorized in the payments provisions of the contract, and properly reflect the work performed.

(Signature)

(Title)

Name and address of preparer:

Name:

Company: _____

Telephone:

Address: _____

DE-AC36-99GO10429

ATTACHMENT C

EXHIBIT A

**PUBLIC VOUCHER FOR PURCHASE AND
SERVICES OTHER THAN PERSONAL**

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S
NAME
AND
ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUAN- TITY	UNIT PRICE		AMOUNT (1)
				COST	PER	

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

PAYMENT:

- ☐ PROVISIONAL
☐ COMPLETE
☐ PARTIAL
☐ FINAL
☐ PROGRESS
☐ ADVANCE

APPROVED FOR

EXCHANGE RATE

DIFFERENCES

BY 2

= \$

+\$1.00

Amount verified: correct for

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

ACCOUNTING CLASSIFICATION

CHECK NUMBER

ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER

ON (Name of bank)

CASH
\$

DATE

PAYEE 3

1 When stated in foreign currency, insert name of currency.

2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.

3 When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary" or "Treasurer", as the case may be.

PER

TITLE

Previous edition usable

NSN 7650-00-634-4206

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

DE-AC36-99GO10429

ATTACHMENT C

EXHIBIT B

Standard Form 1035 September 1973 4 Treasury FRM 2000 1035-110		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL CONTINUATION SHEET				VOUCHER NO. SCHEDULE NO. SHEET NO.
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT						
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal Supply schedule, and other information deemed necessary)</small>	QUAN- TITY	UNIT PRICE		AMOUNT
				COST	PER	

ATTACHMENT D
WAGE RATE DETERMINATIONS

**REGISTER OF WAGE DETERMINATION UNDER
THE SERVICE CONTRACT ACT**
By direction of the Secretary of Labor

**U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
Washington, D.C. 20210**

Wage Determination No.: 94-2081

Revision No.: 10

Date of Last Revision: 06/04/1999

Division of

Wage Determinations

State(s): Colorado

Areas: Colorado COUNTIES OF Adams, Arapahoe, Boulder, Clear Creek, Denver, Douglas, Elbert, Gilpin, Grand, Jackson, Jefferson, Larimer, Logan, Morgan, Park, Phillips, Sedgwick, Summit, Washington, Weld, Yuma

**** Fringe Benefits Required for All Occupations Included in
This Wage Determination Follow The Occupational Listing ****

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

01011	Accounting Clerk I	\$ 9.45
01012	Accounting Clerk II	\$ 9.77
01013	Accounting Clerk III	\$ 11.73
01014	Accounting Clerk IV	\$ 14.25
01030	Court Reporter	\$ 13.02
01050	Dispatcher, Motor Vehicle	\$ 13.02
01060	Document Preparation Clerk	\$ 9.52
01070	Messenger (Courier)	\$ 7.63
01090	Duplicating Machine Operator	\$ 9.52
01110	Film/Tape Librarian	\$ 10.08
01115	General Clerk I	\$ 7.63
01116	General Clerk II	\$ 8.55
01117	General Clerk III	\$ 9.52
01118	General Clerk IV	\$ 11.20
01120	Housing Referral Assistant	\$ 13.80
01131	Key Entry Operator I	\$ 8.20
01132	Key Entry Operator II	\$ 9.80
01191	Order Clerk I	\$ 9.26
01192	Order Clerk II	\$ 9.77
01261	Personnel Assistant (Employment) I	\$ 9.93
01262	Personnel Assistant (Employment) II	\$ 11.16
01263	Personnel Assistant (Employment) III	\$ 12.64
01264	Personnel Assistant (Employment) IV	\$ 14.03
01270	Production Control Clerk	\$ 13.80
01290	Rental Clerk	\$ 10.08
01300	Scheduler, Maintenance	\$ 10.08
01311	Secretary I	\$ 10.08
01312	Secretary II	\$ 13.02
01313	Secretary III	\$ 13.80
01314	Secretary IV	\$ 15.60
01315	Secretary V	\$ 17.32
01320	Service Order Dispatcher	\$ 10.08

01341	Stenographer I	\$ 10.83
01342	Stenographer II	\$ 13.26
01400	Supply Technician	\$ 15.60
01420	Survey Worker (Interviewer)	\$ 13.02
01460	Switchboard Operator-Receptionist	\$ 8.67
01510	Test Examiner	\$ 13.02
01520	Test Proctor	\$ 13.02
01531	Travel Clerk I	\$ 8.22
01532	Travel Clerk II	\$ 8.62
01533	Travel Clerk III	\$ 9.23
01611	Word Processor I	\$ 9.60
01612	Word Processor II	\$ 11.01
01613	Word Processor III	\$ 12.77

Automatic Data Processing Occupations:

03010	Computer Data Librarian	\$ 10.01
03041	Computer Operator I	\$ 10.01
03042	Computer Operator II	\$ 11.25
03043	Computer Operator III	\$ 14.49
03044	Computer Operator IV	\$ 16.08
03045	Computer Operator V	\$ 17.82
03071	Computer Programmer I 1/	\$ 13.67
03072	Computer Programmer II 1/	\$ 16.50
03073	Computer Programmer III 1/	\$ 20.20
03074	Computer Programmer IV 1/	\$ 23.62
03101	Computer Systems Analyst I 1/	\$ 19.32
03102	Computer Systems Analyst II 1/	\$ 24.11
03103	Computer Systems Analyst III 1/	\$ 26.84
03160	Peripheral Equipment Operator	\$ 10.01

Automotive Service Occupations:

05005	Automobile Body Repairer, Fiberglass	\$ 17.38
05010	Automotive Glass Installer	\$ 16.16
05040	Automotive Worker	\$ 16.16
05070	Electrician, Automotive	\$ 17.38
05100	Mobile Equipment Servicer	\$ 14.98
05130	Motor Equipment Metal Mechanic	\$ 17.38
05160	Motor Equipment Metal Specialist	\$ 16.16
05190	Motor Vehicle Mechanic	\$ 17.38
05220	Motor Vehicle Mechanic Helper	\$ 13.96
05250	Motor Vehicle Upholstery Worker	\$ 16.16
05280	Motor Vehicle Wrecker	\$ 16.16
05310	Painter, Automotive	\$ 16.74
05340	Radiator Repair Specialist	\$ 16.16
05370	Tire Repairer	\$ 14.98
05400	Transmission Repair Specialist	\$ 17.38

Food Preparation and Service Occupations:

07010	Baker	\$ 10.64
07041	Cook I	\$ 9.66
07042	Cook II	\$ 10.64
07070	Dishwasher	\$ 7.00
07100	Food Service Worker (Cafeteria Worker)	\$ 7.00

07130	Meat Cutter	\$ 10.64
07250	Waiter/Waitress	\$ 7.63

Furniture Maintenance and Repair Occupations:

09010	Electrostatic Spray Painter	\$ 16.74
09040	Furniture Handler	\$ 13.96
09070	Furniture Refinisher	\$ 16.74
09100	Furniture Refinisher Helper	\$ 13.96
09110	Furniture Repairer, Minor	\$ 15.89
09130	Upholsterer	\$ 16.74

General Service and Support Occupations:

11030	Cleaner, Vehicles	\$ 7.00
11060	Elevator Operator	\$ 7.00
11090	Gardener	\$ 9.66
11121	Housekeeping Aide I	\$ 6.30
11122	Housekeeping Aide II	\$ 7.00
11150	Janitor	\$ 7.00
11210	Laborer, Grounds Maintenance	\$ 7.63
11240	Maid or Houseman	\$ 6.30
11270	Pest Controller	\$ 10.22
11300	Refuse Collector	\$ 7.00
11330	Tractor Operator	\$ 8.96
11360	Window Cleaner	\$ 7.63

Health Occupations:

12020	Dental Assistant	\$ 9.76
12040	Emergency Dental Technician / Paramedic Ambulance Driver	\$ 9.94
12071	Licensed Practical Nurse I	\$ 10.79
12072	Licensed Practical Nurse II	\$ 12.12
12073	Licensed Practical Nurse III	\$ 13.56
12100	Medical Assistant	\$ 8.72
12130	Medical Laboratory Technician	\$ 8.72
12160	Medical Record Clerk	\$ 8.72
12190	Medical Record Technician	\$ 12.08
12221	Nursing Assistant I	\$ 6.33
12222	Nursing Assistant II	\$ 7.31
12223	Nursing Assistant III	\$ 10.10
12224	Nursing Assistant IV	\$ 11.34
12250	Pharmacy Technician	\$ 10.87
12280	Phlebotomist	\$ 8.72
12311	Registered Nurse I	\$ 14.59
12312	Registered Nurse II	\$ 17.85
12313	Registered Nurse II, Specialist	\$ 17.85
12314	Registered Nurse III	\$ 22.53
12315	Registered Nurse III, Anesthetist,	\$ 22.53
12316	Registered Nurse IV	\$ 27.00

Information and Arts Occupations:

13002	Audiovisual Librarian	\$ 16.25
13011	Exhibits Specialist I	\$ 14.24
13012	Exhibits Specialist II	\$ 17.64
13013	Exhibits Specialist III	\$ 21.52
13041	Illustrator I	\$ 14.24
13042	Illustrator II	\$ 17.64
13043	Illustrator III	\$ 21.52
13047	Librarian	\$ 17.32
13050	Library Technician	\$ 15.16
13071	Photographer I	\$ 12.01
13072	Photographer II	\$ 14.24
13073	Photographer III	\$ 17.64
13074	Photographer IV	\$ 21.52
13075	Photographer V	\$ 26.11

Laundry, Drycleaning, Pressing and Related Occupations:

15010	Assembler	\$ 6.00
15030	Counter Attendant	\$ 6.00
15040	Dry Cleaner	\$ 7.89
15070	Finisher, Flatwork, Machine	\$ 6.00
15090	Presser, Hand	\$ 6.00
15100	Presser, Machine, Drycleaning	\$ 6.00
15130	Presser, Machine, Shirts	\$ 6.00
15160	Presser, Machine, Wearing Apparel, Laundry	\$ 6.00
15190	Sewing Machine Operator	\$ 8.48
15220	Tailor	\$ 9.12
15250	Washer, Machine	\$ 6.69

Machine Tool Operation and Repair Occupations:

19010	Machine-Tool Operator (Toolroom)	\$ 16.74
19040	Tool and Die Maker	\$ 19.71

Materials Handling and Packing Occupations:

21010	Fuel Distribution System Operator	\$ 14.98
21020	Material Coordinator	\$ 14.37
21030	Material Expediter	\$ 14.37
21040	Material Handling Laborer	\$ 9.96
21050	Order Filler	\$ 10.80
21071	Forklift Operator	\$ 14.20
21080	Production Line Worker (Food Processing)	\$ 12.43
21100	Shipping/Receiving Clerk	\$ 11.05
21130	Shipping Packer	\$ 11.05
21140	Store Worker I	\$ 11.05
21150	Stock Clerk I (Shelf Stocker; Store Worker II)	\$ 11.51
21210	Tools and Parts Attendant	\$ 12.43
21400	Warehouse Specialist	\$ 12.43

Mechanics and Maintenance and Repair Occupations:

23010	Aircraft Mechanic	\$ 17.38
23040	Aircraft Mechanic Helper	\$ 13.96

23050	Aircraft Quality Control Inspector	\$ 17.52
23060	Aircraft Servicer	\$ 15.89
23070	Aircraft Worker	\$ 16.16
23100	Appliance Mechanic	\$ 16.74
23120	Bicycle Repairer	\$ 14.98
23125	Cable Splicer	\$ 17.38
23130	Carpenter, Maintenance	\$ 16.74
23140	Carpet Layer	\$ 16.16
23160	Electrician, Maintenance	\$ 18.18
23181	Electronics Technician, Maintenance I	\$ 16.16
23182	Electronics Technician, Maintenance II	\$ 17.63
23183	Electronics Technician, Maintenance III	\$ 18.70
23260	Fabric Worker	\$ 15.89
23290	Fire Alarm System Mechanic	\$ 17.38
23310	Fire Extinguisher Repairer	\$ 15.98
23340	Fuel Distribution System Mechanic	\$ 17.38
23370	General Maintenance Worker	\$ 15.64
23400	Heating, Refrigeration and Air-Conditioning Mechanic	\$ 17.38
23430	Heavy Equipment Mechanic	\$ 17.38
23440	Heavy Equipment Operator	\$ 17.38
23460	Instrument Mechanic	\$ 17.38
23470	Laborer	\$ 7.00
23500	Locksmith	\$ 16.74
23530	Machinery Maintenance Mechanic	\$ 17.38
23550	Machinist, Maintenance	\$ 17.50
23580	Maintenance Trades Helper	\$ 13.96
23640	Millwright	\$ 17.38
23700	Office Appliance Repairer	\$ 16.74
23740	Painter, Aircraft	\$ 16.74
23760	Painter, Maintenance	\$ 16.74
23790	Pipefitter, Maintenance	\$ 17.38
23800	Plumber, Maintenance	\$ 16.74
23820	Pneudraulic Systems Mechanic	\$ 17.38
23850	Rigger	\$ 17.38
23870	Scale Mechanic	\$ 16.16
23890	Sheet-Metal Worker, Maintenance	\$ 17.38
23910	Small Engine Mechanic	\$ 16.16
23930	Telecommunications Mechanic I	\$ 17.38
23931	Telecommunications Mechanic II	\$ 17.91
23950	Telephone Lineman	\$ 17.38
23960	Welder, Combination, Maintenance	\$ 17.38
23965	Well Driller	\$ 17.38
23970	Woodcraft Worker	\$ 17.38
23980	Woodworker	\$ 16.16

Personal Needs Occupations:

24570	Child Care Attendant	\$ 6.74
24580	Child Care Center Clerk	\$ 8.40
24600	Chore Aide	\$ 6.30
24630	Homemaker	\$ 9.34

Plant and System Operation Occupations:

25010	Boiler Tender	\$ 17.38
25040	Sewage Plant Operator	\$ 16.74

25070	Stationary Engineer	\$ 17.38
25190	Ventilation Equipment Tender	\$ 13.96
25210	Water Treatment Plant Operator	\$ 16.74

Protective Service Occupations:

27004	Alarm Monitor	\$ 10.79
27010	Court Security Officer	\$ 15.81
27040	Detention Officer	\$ 15.81
27070	Firefighter	\$ 14.75
27101	Guard I	\$ 6.49
27102	Guard II	\$ 10.79
27130	Police Officer	\$ 18.53

Stevedoring/Longshoremen Occupational Services:

28010	Blocker and Bracer	\$ 14.72
28020	Hatch Tender	\$ 14.72
28030	Line Handler	\$ 14.72
28040	Stevedore I	\$ 14.12
28050	Stevedore II	\$ 15.31

Technical Occupations:

29010	Air Traffic Control Specialist, Center 2/	\$ 23.26
29011	Air Traffic Control Specialist, Station 2/	\$ 16.03
29012	Air Traffic Control Specialist, Terminal 2/	\$ 17.66
29033	Archeological Technician I	\$ 12.72
29024	Archeological Technician II	\$ 14.23
29025	Archeological Technician III	\$ 17.64
29030	Cartographic Technician	\$ 17.64
29035	Computer Based Training (CBT) Specialist/Instructor	\$ 19.32
29040	Civil Engineering Technician	\$ 17.64
29061	Drafter I	\$ 10.70
29062	Drafter II	\$ 12.01
29063	Drafter III	\$ 14.24
29064	Drafter IV	\$ 17.64
29081	Engineering Technician I	\$ 11.47
29082	Engineering Technician II	\$ 13.45
29083	Engineering Technician III	\$ 16.05
29084	Engineering Technician IV	\$ 18.80
29085	Engineering Technician V	\$ 21.60
29086	Engineering Technician VI	\$ 26.14
29090	Environmental Technician	\$ 17.58
29100	Flight Simulator/Instructor (Pilot)	\$ 24.11
29150	Graphic Artist	\$ 19.32
29160	Instructor	\$ 19.90
29210	Laboratory Technician	\$ 14.49
29240	Mathematical Technician	\$ 18.80
29361	Paralegal/Legal Assistant I	\$ 13.02
29362	Paralegal/Legal Assistant II	\$ 15.60
29363	Paralegal/Legal Assistant III	\$ 19.03
29364	Paralegal/Legal Assistant IV	\$ 23.09
29390	Photooptics Technician	\$ 18.80
29480	Technical Writer	\$ 25.00
29491	Unexploded Ordnance Technician I	\$ 14.78

29492	Unexploded Ordnance Technician II	\$ 17.88
29493	Unexploded Ordnance Technician III	\$ 21.43
29494	Unexploded Safety Escort	\$ 14.78
29495	Unexploded Sweep Personnel	\$ 14.78
29620	Weather Observer, Senior 3/	\$ 15.97
29621	Weather Observer, Combined Upper Air and Surface Programs 3/	\$ 14.09
29622	Weather Observer, Upper Air 3/	\$ 14.09

Transportation/Mobile Equipment Operation Occupations:

31030	Bus Driver	\$ 13.82
31260	Parking and Lot Attendant	\$ 7.21
31290	Shuttle Bus Driver	\$ 12.16
31300	Taxi Driver	\$ 11.32
31361	Truckdriver, Light Truck	\$ 9.94
31362	Truckdriver, Medium Truck	\$ 13.82
31363	Truckdriver, Heavy Truck	\$ 14.40
31364	Truckdriver, Tractor-Trailer	\$ 14.40

Miscellaneous Occupations:

99020	Animal Caretaker	\$ 8.33
99030	Cashier	\$ 5.62
99041	Carnival Equipment Operator	\$ 8.96
99042	Carnival Equipment Repairer	\$ 9.66
99043	Carnival Worker	\$ 7.00
99050	Desk Clerk	\$ 6.74
99095	Embalmer	\$ 19.90
99300	Lifeguard	\$ 7.96
99310	Mortician	\$ 19.90
99350	Park Attendant (Aide)	\$ 7.54
99400	Photofinishing Worker (Photo Lab Technician, Dark Room Tech)	\$ 6.00
99500	Recreation Specialist	\$ 9.34
99510	Recycling Worker	\$ 8.96
99610	Sales Clerk	\$ 6.00
99620	School Crossing Guard (Crosswalk Attendant)	\$ 7.00
99630	Sports Official	\$ 6.00
99658	Survey Party Chief (Chief of Party)	\$ 9.05
99659	Surveying Technician (Instr. Person; Surveyor Asst., Instr.)	\$ 8.43
99660	Surveying Aide	\$ 5.15
99690	Swimming Pool Operator	\$ 10.64
99720	Vending Machine Attendant	\$ 8.96
99730	Vending Machine Repairer	\$ 10.64
99740	Vending Machine Repairer Helper	\$ 8.96

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination ****

HEALTH & WELFARE: \$1.39 per hour or \$55.60 per week or \$240.93 per

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

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Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

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3/

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**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

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REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When a multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

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REGISTER OF WAGE DETERMINATION UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION Washington, D.C. 20210
Division of	Wage Determinations	Wage Determination No.: 94-2563 Revision No.: 14 Date of Last Revision: 07/23/1998
State(s): <u>Washington</u>		
Areas: Washington COUNTIES OF King, Snohomish, Whatcom		

** Fringe Benefits Required for All Occupations Included in
This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations:

01011	Accounting Clerk I	\$ 9.21
01012	Accounting Clerk II	\$ 10.33
01013	Accounting Clerk III	\$ 12.01
01014	Accounting Clerk IV	\$ 14.75
01030	Court Reporter	\$ 12.43
01050	Dispatcher, Motor Vehicle	\$ 12.43
01060	Document Preparation Clerk	\$ 10.98
01070	Messenger (Courier)	\$ 8.27
01090	Duplicating Machine Operator	\$ 10.98
01110	Film/Tape Librarian	\$ 10.65
01115	General Clerk I	\$ 8.27
01116	General Clerk II	\$ 9.17
01117	General Clerk III	\$ 10.98
01118	General Clerk IV	\$ 12.95
01120	Housing Referral Assistant	\$ 13.83
01131	Key Entry Operator I	\$ 10.05
01132	Key Entry Operator II	\$ 12.26
01191	Order Clerk I	\$ 8.48
01192	Order Clerk II	\$ 10.10
01261	Personnel Assistant (Employment) I	\$ 9.48
01262	Personnel Assistant (Employment) II	\$ 10.65
01263	Personnel Assistant (Employment) III	\$ 13.03
01264	Personnel Assistant (Employment) IV	\$ 13.80
01270	Production Control Clerk	\$ 13.83
01290	Rental Clerk	\$ 10.65
01300	Scheduler, Maintenance	\$ 10.65
01311	Secretary I	\$ 10.65
01312	Secretary II	\$ 12.43
01313	Secretary III	\$ 13.83
01314	Secretary IV	\$ 15.34
01315	Secretary V	\$ 19.35
01320	Service Order Dispatcher	\$ 10.65
01341	Stenographer I	\$ 11.63
01342	Stenographer II	\$ 13.06

01400	Supply Technician	\$ 15.34
01420	Survey Worker (Interviewer)	\$ 12.43
01460	Switchboard Operator-Receptionist	\$ 9.70
01510	Test Examiner	\$ 12.43
01520	Test Proctor	\$ 12.43
01531	Travel Clerk I	\$ 8.92
01532	Travel Clerk II	\$ 9.39
01533	Travel Clerk III	\$ 9.89
01611	Word Processor I	\$ 10.88
01612	Word Processor II	\$ 12.21
01613	Word Processor III	\$ 16.47

Automatic Data Processing Occupations:

03010	Computer Data Librarian	\$ 11.31
03041	Computer Operator I	\$ 11.31
03042	Computer Operator II	\$ 12.16
03043	Computer Operator III	\$ 14.60
03044	Computer Operator IV	\$ 15.79
03045	Computer Operator V	\$ 17.48
03071	Computer Programmer I 1/	\$ 11.83
03072	Computer Programmer II 1/	\$ 15.40
03073	Computer Programmer III 1/	\$ 20.20
03074	Computer Programmer IV 1/	\$ 21.03
03101	Computer Systems Analyst I 1/	\$ 19.62
03102	Computer Systems Analyst II 1/	\$ 22.19
03103	Computer Systems Analyst III 1/	\$ 26.13
03160	Peripheral Equipment Operator	\$ 11.83

Automotive Service Occupations:

05005	Automobile Body Repairer, Fiberglass	\$ 19.01
05010	Automotive Glass Installer	\$ 17.80
05040	Automotive Worker	\$ 17.80
05070	Electrician, Automotive	\$ 18.39
05100	Mobile Equipment Servicer	\$ 16.61
05130	Motor Equipment Metal Mechanic	\$ 19.01
05160	Motor Equipment Metal Specialist	\$ 17.80
05190	Motor Vehicle Mechanic	\$ 18.96
05220	Motor Vehicle Mechanic Helper	\$ 16.00
05250	Motor Vehicle Upholstery Worker	\$ 17.21
05280	Motor Vehicle Wrecker	\$ 17.80
05310	Painter, Automotive	\$ 18.39
05340	Radiator Repair Specialist	\$ 17.80
05370	Tire Repairer	\$ 16.61
05400	Transmission Repair Specialist	\$ 19.01

Food Preparation and Service Occupations:

07010	Baker	\$ 11.42
07041	Cook I	\$ 10.66
07042	Cook II	\$ 11.42
07070	Dishwasher	\$ 9.06
07100	Food Service Worker (Cafeteria Worker)	\$ 9.06
07130	Meat Cutter	\$ 11.42
07250	Waiter/Waitress	\$ 9.51

Furniture Maintenance and Repair Occupations:

09010	Electrostatic Spray Painter	\$ 20.35
09040	Furniture Handler	\$ 16.37
09070	Furniture Refinisher	\$ 20.35
09100	Furniture Refinisher Helper	\$ 17.63
09110	Furniture Repairer, Minor	\$ 18.88
09130	Upholsterer	\$ 20.38

General Service and Support Occupations:

11030	Cleaner, Vehicles	\$ 9.06
11060	Elevator Operator	\$ 9.06
11090	Gardener	\$ 10.69
11121	Housekeeping Aide I	\$ 8.52
11122	Housekeeping Aide II	\$ 9.06
11150	Janitor	\$ 9.06
11210	Laborer, Grounds Maintenance	\$ 9.51
11240	Maid or Houseman	\$ 8.52
11270	Pest Controller	\$ 11.05
11300	Refuse Collector	\$ 9.06
11330	Tractor Operator	\$ 10.30
11360	Window Cleaner	\$ 9.51

Health Occupations:

12020	Dental Assistant	\$ 10.27
12040	Emergency Dental Technician / Paramedic Ambulance Driver	\$ 12.50
12071	Licensed Practical Nurse I	\$ 12.25
12072	Licensed Practical Nurse II	\$ 13.75
12073	Licensed Practical Nurse III	\$ 15.39
12100	Medical Assistant	\$ 10.03
12130	Medical Laboratory Technician	\$ 10.03
12160	Medical Record Clerk	\$ 10.03
12190	Medical Record Technician	\$ 12.96
12221	Nursing Assistant I	\$ 6.67
12222	Nursing Assistant II	\$ 8.20
12223	Nursing Assistant III	\$ 8.95
12224	Nursing Assistant IV	\$ 10.04
12250	Pharmacy Technician	\$ 11.55
12280	Phlebotomist	\$ 10.03
12311	Registered Nurse I	\$ 17.27
12312	Registered Nurse II	\$ 21.06
12313	Registered Nurse II, Specialist	\$ 21.06
12314	Registered Nurse III	\$ 25.03
12315	Registered Nurse III, Anesthetist	\$ 25.03
12316	Registered Nurse IV	\$ 28.03

Information and Arts Occupations:

13002	Audiovisual Librarian	\$ 15.34
13011	Exhibits Specialist I	\$ 15.81
13012	Exhibits Specialist II	\$ 18.03
13013	Exhibits Specialist III	\$ 22.17
13041	Illustrator I	\$ 15.81
13042	Illustrator II	\$ 18.03
13043	Illustrator III	\$ 22.17
13047	Librarian	\$ 19.35
13050	Library Technician	\$ 12.43
13071	Photographer I	\$ 12.78
13072	Photographer II	\$ 16.13
13073	Photographer III	\$ 18.03
13074	Photographer IV	\$ 22.17
13075	Photographer V	\$ 27.27

Laundry, Drycleaning, Pressing and Related Occupations:

15010	Assembler	\$ 7.07
15030	Counter Attendant	\$ 7.07
15040	Dry Cleaner	\$ 9.42
15070	Finisher, Flatwork, Machine	\$ 7.07
15090	Presser, Hand	\$ 7.07
15100	Presser, Machine, Drycleaning	\$ 7.07
15130	Presser, Machine, Shirts	\$ 7.07
15160	Presser, Machine, Wearing Apparel, Laundry	\$ 7.07
15190	Sewing Machine Operator	\$ 10.13
15220	Tailor	\$ 10.81
15250	Washer, Machine	\$ 7.84

Machine Tool Operation and Repair Occupations:

19010	Machine-Tool Operator (Toolroom)	\$ 20.38
19040	Tool and Die Maker	\$ 22.87

Materials Handling and Packing Occupations:

21010	Fuel Distribution System Operator	\$ 18.07
21020	Material Coordinator	\$ 16.97
21030	Material Expediter	\$ 16.97
21040	Material Handling Laborer	\$ 14.45
21050	Order Filler	\$ 10.69
21071	Forklift Operator	\$ 14.83
21080	Production Line Worker (Food Processing)	\$ 13.73
21100	Shipping/Receiving Clerk	\$ 12.59
21130	Shipping Packer	\$ 12.59
21140	Store Worker I	\$ 11.94
21150	Stock Clerk I (Shelf Stocker; Store Worker II)	\$ 14.23
21210	Tools and Parts Attendant	\$ 14.18
21400	Warehouse Specialist	\$ 13.73

Mechanics and Maintenance and Repair Occupations:

23010	Aircraft Mechanic	\$ 20.98
23040	Aircraft Mechanic Helper	\$ 17.63

23050	Aircraft Quality Control Inspector	\$ 26.60
23060	Aircraft Servicer	\$ 18.88
23070	Aircraft Worker	\$ 19.72
23100	Appliance Mechanic	\$ 20.35
23120	Bicycle Repairer	\$ 18.25
23125	Cable Splicer	\$ 20.98
23130	Carpenter, Maintenance	\$ 20.35
23140	Carpet Layer	\$ 20.35
23160	Electrician, Maintenance	\$ 22.66
23181	Electronics Technician, Maintenance I	\$ 17.76
23182	Electronics Technician, Maintenance II	\$ 19.05
23183	Electronics Technician, Maintenance III	\$ 23.49
23260	Fabric Worker	\$ 18.88
23290	Fire Alarm System Mechanic	\$ 20.98
23310	Fire Extinguisher Repairer	\$ 18.25
23340	Fuel Distribution System Mechanic	\$ 20.98
23370	General Maintenance Worker	\$ 17.26
23400	Heating, Refrigeration and Air-Conditioning Mechanic	\$ 20.98
23430	Heavy Equipment Mechanic	\$ 20.98
23440	Heavy Equipment Operator	\$ 20.98
23460	Instrument Mechanic	\$ 20.98
23470	Laborer	\$ 9.99
23500	Locksmith	\$ 20.25
23530	Machinery Maintenance Mechanic	\$ 21.01
23550	Machinist, Maintenance	\$ 20.26
23580	Maintenance Trades Helper	\$ 17.63
23640	Millwright	\$ 20.98
23700	Office Appliance Repairer	\$ 20.35
23740	Painter, Aircraft	\$ 20.35
23760	Painter, Maintenance	\$ 20.35
23790	Pipefitter, Maintenance	\$ 21.87
23800	Plumber, Maintenance	\$ 20.35
23820	Pneudraulic Systems Mechanic	\$ 20.98
23850	Rigger	\$ 20.98
23870	Scale Mechanic	\$ 19.72
23890	Sheet-Metal Worker, Maintenance	\$ 20.98
23910	Small Engine Mechanic	\$ 17.92
23930	Telecommunications Mechanic I	\$ 20.98
23931	Telecommunications Mechanic II	\$ 21.61
23950	Telephone Lineman	\$ 20.98
23960	Welder, Combination, Maintenance	\$ 20.98
23965	Well Driller	\$ 20.98
23970	Woodcraft Worker	\$ 20.98
23980	Woodworker	\$ 18.25

Personal Needs Occupations:

24570	Child Care Attendant	\$ 6.77
24580	Child Care Center Clerk	\$ 8.44
24600	Chore Aide	\$ 8.75
24630	Homemaker	\$ 13.48

Plant and System Operation Occupations:

25010	Boiler Tender	\$ 20.98
25040	Sewage Plant Operator	\$ 20.35

25070	Stationary Engineer	\$ 20.98
25190	Ventilation Equipment Tender	\$ 17.63
25210	Water Treatment Plant Operator	\$ 20.35

Protective Service Occupations:

27004	Alarm Monitor	\$ 12.18
27006	Corrections Officer	\$ 15.60
27010	Court Security Officer	\$ 18.61
27040	Detention Officer	\$ 15.60
27070	Firefighter	\$ 18.89
27101	Guard I	\$ 6.77
27102	Guard II	\$ 12.18
27130	Police Officer	\$ 21.35

Stevedoring/Longshoremen Occupational Services:

28010	Blocker and Bracer	\$ 15.28
28020	Hatch Tender	\$ 15.29
28030	Line Handler	\$ 15.28
28040	Stevedore I	\$ 14.76
28050	Stevedore II	\$ 15.78

Technical Occupations:

29010	Air Traffic Control Specialist, Center 2/	\$ 24.49
29011	Air Traffic Control Specialist, Station 2/	\$ 16.88
29012	Air Traffic Control Specialist, Terminal 2/	\$ 18.60
29033	Archeological Technician I	\$ 13.01
29024	Archeological Technician II	\$ 14.56
29025	Archeological Technician III	\$ 18.03
29030	Cartographic Technician	\$ 18.03
29035	Computer Based Training (CBT) Specialist/Instructor	\$ 19.62
29040	Civil Engineering Technician	\$ 18.03
29061	Drafter I	\$ 10.88
29062	Drafter II	\$ 12.78
29063	Drafter III	\$ 16.60
29064	Drafter IV	\$ 18.03
29081	Engineering Technician I	\$ 12.43
29082	Engineering Technician II	\$ 13.95
29083	Engineering Technician III	\$ 16.76
29084	Engineering Technician IV	\$ 20.69
29085	Engineering Technician V	\$ 24.91
29086	Engineering Technician VI	\$ 30.14
29090	Environmental Technician	\$ 16.54
29100	Flight Simulator/Instructor (Pilot)	\$ 22.19
29150	Graphic Artist	\$ 19.61
29160	Instructor	\$ 15.86
29210	Laboratory Technician	\$ 14.16
29240	Mathematical Technician	\$ 18.03
29361	Paralegal/Legal Assistant I	\$ 12.43
29362	Paralegal/Legal Assistant II	\$ 15.34
29363	Paralegal/Legal Assistant III	\$ 16.94
29364	Paralegal/Legal Assistant IV	\$ 22.70
29390	Photooptics Technician	\$ 18.03
29480	Technical Writer	\$ 17.20

29491	Unexploded Ordnance Technician I	\$ 15.56
29492	Unexploded Ordnance Technician II	\$ 18.83
29493	Unexploded Ordnance Technician III	\$ 22.57
29494	Unexploded Safety Escort	\$ 15.56
29495	Unexploded Sweep Personnel	\$ 15.56
29620	Weather Observer, Senior 3/	\$ 16.23
29621	Weather Observer, Combined Upper Air and Surface Programs 3/	\$ 14.60
29622	Weather Observer, Upper Air 3/	\$ 14.60

Transportation/Mobile Equipment Operation Occupations:

31030	Bus Driver	\$ 16.15
31260	Parking and Lot Attendant	\$ 8.39
31290	Shuttle Bus Driver	\$ 9.91
31300	Taxi Driver	\$ 8.66
31361	Truckdriver, Light Truck	\$ 9.91
31362	Truckdriver, Medium Truck	\$ 16.15
31363	Truckdriver, Heavy Truck	\$ 16.95
31364	Truckdriver, Tractor-Trailer	\$ 16.95

Miscellaneous Occupations:

99020	Animal Caretaker	\$ 9.97
99030	Cashier	\$ 8.51
99041	Carnival Equipment Operator	\$ 10.30
99042	Carnival Equipment Repairer	\$ 10.70
99043	Carnival Worker	\$ 9.06
99050	Desk Clerk	\$ 10.44
99095	Embalmer	\$ 15.56
99300	Lifeguard	\$ 9.29
99310	Mortician	\$ 15.56
99350	Park Attendant (Aide)	\$ 11.67
99400	Photofinishing Worker (Photo Lab Technician, Dark Room Tech)	\$ 9.29
99500	Recreation Specialist	\$ 14.45
99510	Recycling Worker	\$ 10.33
99610	Sales Clerk	\$ 9.29
99620	School Crossing Guard (Crosswalk Attendant)	\$ 9.06
99630	Sports Official	\$ 9.29
99658	Survey Party Chief (Chief of Party)	\$ 20.56
99659	Surveying Technician (Instr. Person; Surveyor Asst., Instr.)	\$ 13.66
99660	Surveying Aide	\$ 9.97
99690	Swimming Pool Operator	\$ 11.42
99720	Vending Machine Attendant	\$ 10.33
99730	Vending Machine Repairer	\$ 10.42
99740	Vending Machine Repairer Helper	\$ 10.33

**** Fringe Benefits Required For All Occupations Included In
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